



SUSPICIOUS ENVELOPES OR PACKAGES

WHAT DO I DO?

Follow these guidelines if you receive a suspicious envelope or package:

- 1) Do not shake or empty the contents of any suspicious envelope or package. **DO NOT** try to clean up powders or fluids.
- 2) Set down the envelope or package. **LEAVE** the room and **CLOSE** the door, or section off the area to prevent others from entering.
- 3) **WASH** your hands with soap and water to prevent spreading any powder to your face or skin.
- 4) Report the incident to local police. Notify your building security official or an available supervisor to shut down the ventilation system.
- 5) Remove clothing and place in a plastic bag to store until you receive further guidance.
- 6) As soon as possible, shower with soap and water. Do not use bleach or disinfectant on your skin.
- 7) If possible, **LIST** all the people who were in the room or area where the suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigation and advice.

For more information, call the North Dakota Department of Health at 701.328.2378.